

FACULTY OF BUSINESS & MANAGEMENT IN TRANSPORTATION (BA117) MARA

UNIVERSITY OF TECHNOLOGY (UITM)

CAMPUS PASIR GUDANG

FUNDAMENTALS OF ENTREPRENEURSHIP (ENT300)

SEMESTER:

OCTOBER 2020 – FEBRUARY 2021



GROUP ASSIGNMENT COMPANY NAME : UNION RITZ (M) SDN BHD

PREPARED FOR:

MADAM FAIRUZ BIN RAMLI

PREPARED BY

NAME	MATRIX NUMBER
ARIFF AIMAN BIN AZMIN MUSTAM	2018407496
MUHAMMAD HAFIZ BIN SULAIMAN	2018413526
MUHAMMAD ZAINURMERA BIN	2018295564
AZMIMERA	
HAFIZULLAH BIN AHMAD RADZI	2018408738

SUBMISSION DATE:

29 JANUARY 2021

TABLE OF CONTENT

Table of Contents

	ULTY OF BUSINESS & MANAGEMENT IN TRANSPORTATION (BA117) A	l
PRE	PARED BY	l
TAB	LE OF CONTENT	2
1.0	ACKNOWLEDGEMENT	1
2.0 E	XECUTIVE SUMMARY	5
3.0 II	TRODUCTION	7
	3.1 BUSINESS DESCRIPTION	7
	Business/ Industry Overview	7
	3.2.0 Purpose of Business Plan)
	Financial Institutions)
	Suppliers)
	Company Staffs/Workers)
	3.3.0 Future prospects of the business)
	3.4.0 Logo	l
	3.5.0 Vision and Mission	l
	Vision1	l
	Motto	l
	3.6.0 Company Background12	2
3.2 0	WNER DESCRIPTION13	3
	Background of The CEO13	3
	Background of Assistant Administrative Manager	3
	Background of Assistant Operating Manager14	1
	Background of Assistant Marketing Manager14	1
4.0 A	DMINISTRATION PLAN15	5
	4.1 ORGANIZATION CHART	5
	4.2 ADMINISTRATION PERSONNEL	5
	4.3 SCHEDULE OF TASKS & RESPONSIBILITIES	7
	4.4 SCHEDULE OF REMUNERATION)
	4.5 OFFICE FURNITURE AND FITTINGS)
	4.6 ADMINISTRATION BUDGET	l

5.0 MARKETING PLAN	22
5.1 Determine product or service	22
5.2 Identifying target market	22
5.2.1 Target Market	22
5.3 Analyzing market size and market share	24
Market Size and trends	24
Market Share	25
5.4. Assessing competition	26
5.4.1 Competitors	26
5.5 Developing marketing strategy	27
Marketing strategy (marketing mix)	27
Marketing Budget	29
6.0 OPERATION PLAN	30
6.1. Process Planning	30
6.2 Operations Layout	31
6.3 Product Planning	32
6.4 Manpower Planning	32
Direct Labour Planning Schedule	32
6.5 Overheads Requirement	32
6.6 Location Plan	33
6.7 Business and Operations Hours	34
6.8 License, Permits, and Regulations Required	35
PDA	35
CSA	36
Letter For Interest	37
6.9 Operations Budget	38
6.10 Implementation Schedule	38
7.0 FINANCIAL PLAN	39
Financing Requirement	39
7.1 Budget	40
7.3 LOAN & HIRE-PURCHASE AMMORTISATION SCHEDULE	48
7.4 INCOME STATEMENT	53
7.5 BALANCE SHEET	54
7.6 FINANCIAL PERFORMANCE	55

1.0 ACKNOWLEDGEMENT

In the name of Allah, The Most Gracious, The Most Merciful who gave us the strength and knowledge to complete this assignment for group assignment successfully. First and foremost, The Shahadah is when we bear witness that there is none worthy of worship other than Allah and we bear witness The Messenger, Muhammad, the ideal role model for all human beings.

In performing this assignment, we had to take the help and guideline of some respected persons, who deserve our greatest gratitude. we would like to express our gratitude to my lecturer Miss Fairuz Binti Ramli for the opportunity to do this task and providing moral support and advice to me to complete this assignment. We am really appreciating what have she done in explain about this assignment. May Allah reward her for all her efforts.

Next, we would like to thank specially to all the people who have directly or indirectly guided me to finish this assignment. We also express deepest appreciation to our beloved parents, family, friends and teammates for their confidence encouragement are greatly appreciated. We have no valuable words to express thanks, but our hearts is still full of the flavours received from every person. Plus, we would like to extend our warmest gratitude to all online resources for valuable and information which have greatly assigned we toward completing this report successfully.

Lastly, truly thankful to my group members who give full commitment in helping me to finish this assignment. Many people especially my classmates and family members itself, have made valuable comment suggestion on this proposal which gave me an inspiration to improve my assignment.

We hope my assignment is complete and will be received. We had used my all effort and knowledge to search information and ideas to made the report. Hoped our effort to the assignment and report was worth it.

2.0 EXECUTIVE SUMMARY

UNION RITZ Sdn. Bhd. is a partnership business that focusing in the selling, supply and distribution of oil while doing the construction of a mini pump station in rural areas across Malaysia. We want to ensure that oil supply can be obtained especially in rural areas. This will open up the economy more competitive and rapidly due to the availability of facilities such as our gas station. Through this report of business plan, we will gave an overview of an outline of the establishment, including a full operational guide as described, inaddition to securing an authorized loan for our business.

Our business has established business relationships and entered into contracts between PETRO TEGUH. They have committed in supplying and providing product to be sale at ourgas station that located at address Lot Pt 5587, Kampung Sungai Sireh, 45500 Tanjong Karang, Selangor. Currently, we are focusing at one place to be more organize and maintainour economy of the company.

Our business have led by 4 people who are our shareholder and board of directors which is Ariff Aiman Bin Azmin Mustam, Muhammad Hafiz Bin Sulaiman, Hafizullah Bin Ahmad Radzi And Muhammad Zainurmera Bin Azmimera. Since all of us have a same background that related with business, we decide to make business together. Every business that wants to be formed must have a solid organizational structure. Therefore, our business has an adequateand complete management team of various aspects of quality and standards that required to form and grow the business to be pursued. Our Chief Executive Officer (CEO) with extensive experience in the current business as well as having the skills and quality of leadership makesour team more enthusiastic and confident to work harder.

We were work together to develop and grow the business in order to provide a return to society and especially to the benefit of business. Therefore, we need to be more concerned and aware of the demands of the locals. It is crucial for a business to define the target market so that they should correctly estimate the number of current and prospective buyers on the market who will actually be buying the product sold by the company, since they are the ones that will generate profits and will pay tribute to our company's business. After conducting some research, we estimated that there are around more than 5,000 people approximately thatlive in Tanjung Karang, Selangor.

Therefore, our company have devised a strategy to make a segmentation market strategy to boost our sale and market value. Firstly, we focusing on demographic segmentation which is we targeting at oil terminal to reduce our transportation cost and saving time. Then, we concentrate on psychographic segmentation which is based on the personality, motives, lifestyle and demographically factors. People are like to travel far away from the main city arehard to find gas station. It will help them especially to society and locals.

Since that, The Union Ritz had using the concepts of Company Owned Dealer Operate (CODO) and Dealers Own Dealer Operates (DODO). Thus, this strategy allows businesses to expanding the network while controlling costs and reducing operating risk. Thus, we have make our business have a competitive advantages to create more profit. In term of our gas station that are have a compact station that make a low cost of construction. While, it was quickly prepared with an advance and new technology.